

Finance Committee
MINUTES OF MEETING

Date: Tuesday 2nd May 2023 @ 4pm **Venue:** Moulton Community Centre

The Finance Committee exercises responsibility to work with the RFO in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances, property and resources. The Finance Committee has delegated powers to spend up to £2,000. Any amount over that value will be reported to the Full Parish Council meeting for full council approval.

55/23 Conduct a Public Session (Duration and content at Chairman's discretion)

None Required

56/23 Record Attendance, Apologies, Absence

Councillors (Parish): Cllr Paul (GP), Cllr Aarons (DA), Cllr Fehnert (SF), Cllr swallow (YS),

Public: None

Apologies: Cllr Moss (GM)

57/23 Record any Declarations of Interest on subjects included on this agenda.

Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate.

None

58/23 Accept Minutes of Finance Committee Meeting held on 4th April 2023

It was **resolved** to accept the minutes of the Finance Committee held on 4th April 2023.

59/23 Report on Previous Agenda Items

None

60/23 Review May Exception Payments to Date

None

61/23 Review of Internal Audit Report for recommendation for approval for Full Council

It was **resolved** to recommend the Internal Audit Report be approved by Full Council.

The EO reported that the Internal Auditor had recommended a valuation of land and buildings take place in the next two years. EO to contact Stephen Chown for advice.

62/23 Review of Annual Governance and Accountability Return Form 3 year ended 31st March 2023 for recommendation for approval by Full Council

It was **resolved** to recommend the Annual Governance and Accountability Return Form 3 year ended 31st March 2023 be approved by Full Council.

63/23 Review of Section 1 Annual Governance Review Section 1 for recommendation for approval by Full Council

It was **resolved** to recommend the Annual Governance Review Section 1 year ended 31st March 2023 be approved by Full Council.

64/23 Review of Section 2 Accounting Statements, Annual Governance and Accountability Return 2022/23 Form 3 for recommendation for approval by Full Council

It was **resolved** to recommend Section 2 Accounting Statements, Annual Governance and Accountability Return 2022/23 Form 3 be approved by Full Council.

65/23 Review of Explanation of Significant Variances for approval by Full Council

It was **resolved** to recommend the Explanation of Significant Variances be approved by Full Council.

66/23 Review of End of Year Accounts Ended 31st March 2023 for recommendation for approval by Full Council:

All councillors had received a copy of the following information including an explanation of variances from budget code:

Detailed Income and Expenditure Account year ended March 31st 2023 and Budget Discrepancy Document March 2023.

Bank Reconciliation Statements year ended March 31st 2023.

Ear Marked Reserves year ended March 31st 2023.

Public Works Loan Board Loans Summary as at 1st May 2023.

It was **resolved** to recommend approval of the above information by Full Council.

The EO reported that the first half of the precept amount had been received on 28th April

The EO confirmed that Moulton Parish Council use Barclays Bank for all banking which includes substantial reserves. Measures have been taken to ensure that banking with Barclays Bank is a tolerable risk.

The EO reported that a Coronation commemorative bench was available. It was **resolved** to add the item to the full council agenda.

The EO reported that a CILS payment of £12,257 had been received.

The EO reported that all councillors would need to change their email address to .gov.uk in order to comply with GDPR regulations.

The EO reported that all staff would be under going mandatory staff training over the next few months.

67/23 Review Level of General Reserves and Recommend for approval by Full Council

It was **resolved** to recommend for approval by Full Council the sum of £87,461 be held in General Reserves.

68/23 Moulton Village Hall Trust: Review of End of Year Documentation for recommendation for approval by Full Council

All councillors had received a copy of the following Documents:

- Moulton Village Hall Trust Receipts and Payments Summary year ended March 31st 2023.
- Moulton Village Hall Trust Financial Statement year ended March 31st 2023.

It was **resolved** to recommend that the end of year documentation be approved by Full Council.

69/23 Robert Eady Trust: Review of End of Year Documentation for recommendation for approval by Full Council

All councillors had received a copy of the following Documents:

- Robert Eady Trust Receipts and Payments Summary year ended March 31st 2023.
- Robert Eady Trust Financial Statement year ended March 31st 2023.

It was **resolved** to recommend that the end of year documentation be approved by Full Council

70/23 Approve List of Annual Council Subscriptions. Resolution to Approve

It was **resolved** to approve the following Annual Subscriptions:

Northants Calc
Society Local Council Clerks
Association of Local Council Clerks
Northants ACRE
Campaign to Protect Rural England
Information Commissioner's Office

71/23 Appointment of Internal and External Auditors. Recommendation for Approval by Full Council

It was **resolved** to recommend the appointment of Ncalc Internal Audit Service as Internal Auditors to full council.

It was **resolved** to recommend the appointment of PKF Littlejohn as External Auditors to full council.

EO to take advice from Northants Calc as to recommended length of contract for external auditors.

EXCLUSION OF PRESS AND PUBLIC

It is recommended that in view of the confidential nature of the following items, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

72/23 Discuss Staffing Levels

The EO outlined a staffing matter. It was **resolved** to progress the matter.

73/23 Date of Next Meeting

Dates of Scheduled Meetings 2023:

Tuesday 30th May 2023 @ 4pm

Monday 26th June 2023 @ 4pm

Monday 24th July 2023 @ 4pm

Tuesday 29th August 2023 @ 4pm

Monday 25th September 2023 @ 4pm

Monday 30th October 2023 @ 4pm
Monday 27th November 2023 @ 4pm

Meeting Closed at 4.40pm

Chairman's Acceptance Signature..... Date.....